

BOARDS, COMMISSIONS AND COMMITTEES

Department Description: The Boards, Commissions, and Committees section is considered a department for budgetary purposes by the County Government. This agency consists of the Board of Supervisors and those advisory boards, commissions and committees appointed by the Board of Supervisors. Several of the boards are prescribed by various sections of the Code of Virginia while Federal law requires others. The Board of Supervisors' actions has also authorized some of the Boards. Some are temporary units, created to accomplish specified tasks, while others are ongoing.

Each board, commission and committee provides a vehicle for policy discussion and allows citizens an opportunity to provide input and offer expertise that impacts decisions about their government.

Departmental Financial Summary	FY 02 Actual	FY 03 Actual	FY 04 Actual	FY 05 Adopted	FY 06 Proposed
Expenditures:	\$1,756,788	\$2,203,220	\$2,135,894	\$2,155,000	\$2,258,000
Departmental Revenue:	\$287,970	\$503,203	292,429	\$275,000	\$276,000
Local Tax Funding:	\$1,468,818	\$1,700,017	\$1,843,465	\$1,880,000	\$1,982,000
FTE Summary:	2.00	2.00	1.00	1.00	1.00

County Administrator's Recommendation: The FY 06 proposed budget for the Boards, Commissions, and Committees includes increases in health insurance and maintains service delivery at current levels. Local tax funding requirements increase by \$102,000 in the Board of Supervisors, Board of Equalization and Electoral Board's operating expenditures.

Budget History:

FY 02: Electoral Board increased added cost of redistricting.

FY 03: The adopted budget includes anticipated expenditures associated with the part-time aides to support the eight districts Board of Supervisors at \$300,000.

FY 03 Mid-Year: As part of budget reductions 1.00 FTE (administrative assistant) was eliminated from the Board of Supervisors office.

FY 05: The Board approved additional funding in FY 05 to enable Board staff aides to work full-time.

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The following is a brief description of each of the Boards, Commissions and Committees funded by the Board of Supervisors:

Affordable Dwelling Unit Advisory Board (ADUAB) – Pursuant to the 1993 Zoning Ordinance (Section 7-100) and Chapter 1450.10 of the Codified Ordinance, the Affordable Dwelling Unit Advisory Board establishes reasonable rules and procedures as well as allowable costs for implementing the mandatory affordable rental and for-sale housing program. The ADUAB is also responsible for reviewing allowable modification requests. The ADUAB is a ten (10) member board appointed by the Board of Supervisors and must represent builders, developers, architects, planners, real estate industry, non-profits, affordable housing advocates, and include a member of the public at large.

Board of Equalization – The purpose of the Board of Equalization is to serve as a review and appeal process for citizens who are not satisfied with their real property assessment. Through the Board of Equalization, citizens are provided a means of contesting their real estate assessment if they believe that the assessment figure is not equitable. The Board of Equalization is authorized by Code of Virginia, Section 58.898. The Board of Equalization of Real Estate Assessment consists of five Loudoun landowners appointed by the Circuit Court as a permanent body. Members are appointed for a three-year term.

Board of Zoning Appeals – This Board is a five-member appellate Board appointed by the Circuit Court which hears requests for zoning variances, special exceptions and other related zoning ordinance matters. Members are appointed for a five-year term. The purposes, functions and standards for action of the Board of Zoning Appeals are explicitly stated by Section 15.1-494.497 of the Code of Virginia. The County zoning regulations include administrative and procedural regulations.

Commission on Aging – The Commission on Aging, mandated under Section 306.6F of the Older Americans Act, consists of nine voting members appointed by the Board of Supervisors and non-voting members from various agencies and organizations concerned with senior citizens. Members are appointed for a four-year term, concurrent with the term of the Board of Supervisors. The commission evaluates existing programs for the elderly and makes recommendations to the Board of Supervisors as needed. The commission members further serve in an advisory capacity to the Area Agency on Aging with regard to the development of the Annual Area Plan for Aging Services.

Commission on Women - This commission is comprised of nine citizen volunteer members who are appointed by the Board of Supervisors, one for each electoral district. The commission members serve four-year terms, coincident with the term of the Board of Supervisors. This commission serves in an advisory capacity to the Board, identifying problems that face the women and citizens of the community, such as those pertaining to employment, health, education, safety, day care, housing and legal rights.

Commuter Bus Advisory Board – This Board provides advice and technical assistance for the Loudoun County Commuter Bus Service. This includes recommendations on route design and evaluation, surveying and marketing efforts, and the assignment of fare collection duties. For further information see Local Gas Tax Budget section (see page 322).

Community Criminal Justice Board – Effective July 1, 1995, the Community Criminal Justice Board (CCJB) replaced the Community Corrections Resource Board. The CCJB is the policy-making board for the Community Corrections Program. This Board is State mandated under the Code of Virginia, 1950, as amended, Section 53.1-183. The Commonwealth of Virginia mandates the following be members of this board: (1) Circuit Court Judge, (2) General District Court Judge, (3) Juvenile and Domestic Relations Court Judge, (4) Chief Magistrate, (5) Sheriff to represent law enforcement, (6) an attorney for the Commonwealth, (7) a public defender or an attorney who is experienced in the defense of criminal matters, (8) a representative of local education, and (9) a representative of the community services boards. In addition, the Board of Supervisors appoints six additional members. Each appointed member serves a four-year term concurrent with the term of the Board of Supervisors, with the exception of Constitutional Officers and other judicial officials who will serve their elected or appointed terms.

Community Services Board – This Board is comprised of 15 at-large members appointed by, and responsible to, the Board of Supervisors. This Board serves as the County's agent "...in the establishment and operation of community mental health, mental retardation and substance abuse programs as provided for in Chapter 10, Title 37.1, of the Code of Virginia (1950) as amended..." The Loudoun County Community Services Board, which is the policy board for the County's Department of Mental Health/Mental Retardation/Substance Abuse Services, was established by the Board of Supervisors in 1973 and its members are appointed for a three-year term.

Disability Services Board – This Board is comprised of 15 at-large members appointed by, and responsible to, the Board of Supervisors. The Disability Services Board serves as the County's agent by providing advocacy for persons with disabilities, promoting public awareness, educating the public, and ensuring compliance with the American Disability Association (ADA). The DSB develops and adopts a six year projection of local service needs and priorities for persons or families of persons with

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disabilities and establishes local interagency service teams to be comprised of members from the State agencies serving persons with disabilities and the local Department of Social Services, Community Services Board and the School system.

Economic Development Commission – This commission is comprised of a maximum of 27 members appointed by the Board of Supervisors. Membership is selected from and divided into three groups: 1) by position, 2) by industry, and 3) on an at-large basis. Members by position serve terms coincident with their position terms while industry and at-large members serve staggered two-year terms. The purpose of this commission is to advise the Board of Supervisors on policy issues related to economic development, assist in the implementation of the Economic Development Growth Strategy and provide oversight of the Department of Economic Development.

Electoral Board – The Electoral Board supervises all elections and referenda conducted in Loudoun County. It is responsible, under the Constitution and Code of Virginia, for election uniformity and legality in accordance with established practices and procedures. The Electoral Board appoints and supervises the Officers of Election and the General Registrar of Loudoun County. It also conducts training courses for Officers of Election designed to qualify new officers in all aspects of polling place operations. It directs the conduct of elections and coordinates the election process. The Electoral Board is appointed for three-year terms by the Circuit Court Judge.

Fire and Rescue Commission – The Board of Supervisors revamped the Fire and Rescue Commission in late FY 02 as part of the Fire and Rescue service plan implementation process. The reconstituted body administers policies and procedures for the County's fire and rescue system, acting as an agent of the Board of Supervisors. Commission membership consists of seven voting members (three fire volunteers, three rescue volunteers and the Chief of Fire and Rescue Services) and two nonvoting members (a member of the Board of Supervisors and the Operational Medical Director). The commission's roles and responsibilities are specified in the Loudoun County Fire and Rescue Commission Charter, approved by the Board on May 20, 2002.

Fiscal Impact Committee – The committee was established on February 3, 1992 by the Board. One member of the Board of Supervisors serves as an ex-officio member. The committee is to review and comment on inputs to the Fiscal Impact Model (FIM). The committee also provides input to staff on what the input variable values would be for the upcoming year – i.e., real income growth, inflation rate, population growth.

Library Board of Trustees – The nine-member Library Board of Trustees is appointed by the Loudoun County Board of Supervisors for a four-year term and each member may be reappointed for one subsequent four-year term. One Board of Supervisors' member serves as an ex-officio member of the Library Board. The Library Board of Trustees is "a governing board which is legally responsible for the control and management of the library. Its broad administrative and policy-making duties are specified in the Code of Virginia." The by-laws of the Library Board of Trustees list its duties as: to secure adequate funds from private and public sources, to determine library policies, to approve expenditures of library funds and to receive gifts to the library system.

Loudoun Soil and Water Conservation District Board (LSWCDB) – The LSWCDB is a political subdivision of the Commonwealth of Virginia (Virginia Code Title 10.1.500). It works with Federal, State, and local authorities and the private sector to address Loudoun County's soil and water conservation needs. It promotes educational and technical programs in the field of natural resource conservation, provides advice on conservation issues to governmental entities and private citizens, and administers programs aimed at specific conservation goals. The District Board consists of five Directors: three are elected by the public through the general election process; two are appointed by the Virginia Soil and Water Conservation Board (SWCB). The term of office for each Director is three years. The SWCB provides a discretionary grant to the District for some of its operational and personnel expenses. Through a Memorandum of Agreement, the U.S. Department of Agriculture's Natural Resources Conservation Service assigns one full-time employee to the District for technical assistance and support. Per Virginia Code, the LSWCDB is responsible for locally implementing the Agricultural Stewardship Act, Agricultural Best Management Practices (BMP) Tax Credit Program, and the Virginia Water Quality Improvement Act.

Northern Virginia Transportation Commission – This organization receives, invests, and disburses Loudoun County's local gasoline tax funds. The County contributes funds to cover the cost of this service. The contribution from the County to this group is funded from local gasoline tax funds. For further information see Local Gas Tax Budget section (see page 322).

Open Space Advisory Committee – The committee is a nine-member body appointed by the Board of Supervisors for a four-year term, to run concurrently with Board of Supervisors as per Board Policy. The committee was formed in 1972, to provide information to the Board of Supervisors and coordinate and sponsor research activities on current issues and alternatives regarding open space and land use in Loudoun.

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Planning Commission - The Planning Commission is a nine-member body required by State law and appointed and funded by the Board of Supervisors for a four-year term. As provided by State law, the commission is empowered to prepare and recommend a Comprehensive Plan for physical development of the territory and its jurisdiction. The commission also provides recommendations on issues concerning legislative land development applications, land development ordinances, comprehensive planning, future land use policies, and the Capital Improvements Program for the County. The Planning Department staff supplies professional and support services to the commission.

Rural Economic Development Council - This committee is composed of up to 21 members who are appointed by the Board of Supervisors. The purposes of the council are to promote the economic growth and vitality of Loudoun County's agricultural, horticultural and equine industries; to furnish information and provide recommendations to the Board of Supervisors relative to programs and policies affecting economic growth of Rural Loudoun County; to provide a forum to exchange ideas and experiences relative to rural economic development practices and policies; to coordinate marketing and promotional activities among the various rural agencies. Members are appointed for two-year terms. Seven members represent rural based agencies, 10 members represent rural industry sectors while there are 4 at-large members. The Board of Supervisors approved the Rural Economic Development Council by-laws in November 2000 and the initial slate of members was approved in March 2001.

Social Services Board - This board is responsible for determining department policy, services, and administrative oversight. By authority of the Code of Virginia (Title 63.1-38 through 63.1-58.1), the local board has the responsibility to receive and disburse funds derived from public grants or private sources and to submit annually to the Board of Supervisors a request setting forth the amount of funds needed to carry out the provisions of the Social Services' Statutes. The local board is also responsible for hiring and evaluating the Director of Social Services. The local board consists of eleven members appointed by the Board of Supervisors for staggered terms of up to four years. One member of the Board of Supervisors serves as an ex-officio member of the Social Services Board (63.1-40, Code of Virginia).

Telecommunication Committee – This committee is composed of seven members who are appointed by the Board of Supervisors in April 15, 1998 to periodically review County policies and ordinances regarding telecommunications and advise the Board of Supervisors on recommended updates. The committee conducts research, analyzes County telecommunication strategy related to land use planning, and provides general guidance and recommendations to the Board of Supervisors. The committee also responds to specific land use applications related to telecommunications as requested by the Board of Supervisors.

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Funding History

	FY 02	FY 03	FY 04	FY 05	FY 06
	Actual	Actual	Actual	Adopted	Proposed
Affordable Dwelling Unit Board	\$388	\$382	\$755	\$2,000	\$2,000
Board of Equalization	24,632	44,033	37,373	44,000	60,000
Board of Zoning Appeals	16,032	16,873	15,211	18,000	18,000
Board of Supervisors	823,939	1,244,741	1,194,811	1,256,000	1,320,000
Commission on Aging	1,389	1,158	874	2,000	2,000
Commission on Women	5,519	7,731	6,046	9,000	9,000
Community Services Board	11,110	6,269	10,354	8,000	8,000
Disability Services Board	9,036	7,750	7,750	0	0
Economic Development Commission	24,643	30,172	39,130	3,000	3,000
Electoral Board	226,355	237,614	212,972	226,000	244,000
Fire and Rescue Commission	14,287	173	60	6,000	6,000
Fiscal Impact Committee	0	1,137	0	2,000	2,000
Library Board of Trustees	1,298	984	1,004	1,000	1,000
Open Space Advisory Committee	0	0	0	1,000	1,000
Planning Commission	151,248	150,067	160,478	171,000	176,000
Rural Economic Development Counsel	0	0	0	2,000	2,000
Social Services Board	1,342	1,389	1,227	2,000	2,000
Soil & Water Conservation District Board**	445,570	452,725	447,795	402,000	402,000
Telecommunications Committee	<u>0</u>	<u>22</u>	<u>54</u>	<u>0</u>	<u>0</u>
TOTAL	\$1,756,788	\$2,203,220	\$2,135,894	\$2,155,000	\$2,258,000

*** The Soil & Water Conservation District Board utilizes the County's payroll system. For this service the commission reimburses the County in full. In FY 03, \$240,970 was paid to the County from the State to cover all personnel costs.*